The Town of Concord
is currently accepting applications for the limited-status position of:

<u>School Crossing Guard</u> – Per Diem
Police Department

Salary: $20 per hour (w/2hrs min. pay/day). No benefits
8:15 -9:15 am and 3:15 – 4:15 pm
Accepting application until position is filled

<u>About the Position:</u>

School Crossing Guards are responsible for directing traffic at assigned crossings to protect school children and to provide for the orderly movement of traffic.

<u>General Duties:</u>

- Report directly to the assigned crossing stations, be on time and remain until the conclusion of the assignment;
- Ensure that children use the proper crossing locations and that no children are in the street while traffic is moving; and
- Be alert for the presence or potential traffic hazards in the area surrounding the assigned crossings. Submit to the Safety Inspector a written report of any such hazards with a recommendation for remedial steps to be taken.

<u>Application Process:</u>

All applicants are required to complete a Town application form, available from the Town Personnel Office. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the form. Applications will be accepted until the positions are filled. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

Applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodation in order to participate in this process should contact the Town Personnel Department.

Questions regarding this hiring process should be addressed to the:
Concord Personnel Department
Town House, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordnet.org
Please note: Emailed resumes are <u>NOT</u> accepted
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